

State Emergency Coordination Center

Montana Department of Military Affairs

Disaster and Emergency Services Division

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DEMobilIZATION PLAN FIRES 2000

Incident Number 00072700

Prepared by: _____ Date _____
Demob Unit Leader

Approved by: _____ Date _____
Planning Section Chief

Approved by: _____ Date _____
Logistics Section Chief

Approved by: _____ Date _____
Finance Section Chief

Approved by: _____ Date _____
Incident Commander
(SECC Manger)

Demobilization Plan

1. GENERAL INFORMATION

The **Planning Section** (or Demob Unit) will facilitate all resource releases from the State Emergency Coordination Center (SECC) after obtaining the concurrence of the SECC Manager (IC). Section Chiefs will initiate the Demob process. All resources assigned by the SECC will be held at the SECC during the time it takes to process them through the demob system.

No resources are to leave the incident until authorized to do so. The SECC does not anticipate activating an off-incident Demob Center.

The **Planning Section** (Demob Unit) and **Logistics Section** (Ground Support Unit) Chiefs/Leaders will coordinate to provide ground transportation of released personnel and equipment. **[Expanded Dispatch]** will arrange flight arrangements; after at least twenty-four (24) hours advance notice.

The following general guidelines to be followed for resources that are leaving the incident:

- A. No resources will be released without having a minimum of eight (8) hours off shift, unless specifically approved by the IC.
- B. All resources must be able to arrive at their home base prior to 2200 (10:00 P.M.), unless specifically approved by the IC.
- C. All personnel assigned to the SECC will be briefed prior to leaving the incident. Briefing to include:
 - 1. Method of Travel
 - 2. Passengers (if any)
 - 3. Destination
 - 4. ETD SECC/ETA destination
 - 5. Transportation arrangements
- D. All incident assigned must have a vehicle inspection before leaving to facilitate an efficient process.
- E. Logistics and finance will be notified as soon as possible when surplus resources are to be demobilized. **[Expanded Dispatch]** will be notified as early as possible as well.

Notification of demobilizing resources will be through postings in the daily Incident Action Plan for the SECC. Copies of the IAP are posted on the clipboards / bulletin board located near the main office entrance.

Performance ratings will be completed for all personnel assigned by the SECC before they are released from the incident. Performance appraisals will be turned in to the **Planning Section** (Documentation Unit).

2. RESPONSIBILITIES

Functional heads (e.g. Section Chiefs and Unit Leaders) are responsible for determining when assigned resources become surplus to their needs and for submitting tentative release lists to the **Planning Section Chief** (Demob Unit Leader) 12 - 24 hours prior to the estimated release date and time.

The **Planning Section** (Demob Unit Leader) is responsible for:

- Preparing the Demobilization Plan.
- Compiling Tentative and Final Release sheets.
- Making notifications to incident and off-incident personnel regarding tentative and final releases.
- Working with Expanded Dispatch to arrange air transportation.
- Making sure all signatures are obtained on the Demob Checkout form (ICS 221).
- Monitoring the Demob process and making any necessary adjustments to the process.

The **SECC Manager** (Incident Commander) is responsible for:

- Establishing incident release priorities.
- Review and approval of the Demobilization Plan.
- Review and approval of all tentative release sheets.

The **Agency Liaison** is responsible for:

- Providing any agency specific requirements for the Demob Plan.

The **Safety Officer** is responsible for:

- Identifying any special safety considerations for the Demob Plan.

The **Planning Section Chief** is responsible for:

Review and approval of the Demobilization Plan.

The **Logistics Section Chief** is responsible for:

- Ensuring (***through Supply Unit***) that all non-expendable property items are returned or accounted for prior to release.
- Ensuring (***through Ground Support***) that there will be adequate ground transportation during the release process and that all vehicles receive a safety inspection prior to leaving the incident. Any deficiencies must be corrected.
- Ensuring (***through Communications***) that all radios have been returned or accounted for.
- Ensuring (***through the Food Unit***) that there will be adequate meals for those being released and for those remaining in camp.
- Ensuring (***through Security***) that all resources have completed Checkout procedures.

The **Finance Section Chief** is responsible for:

- Completion of all time and equipment reports for released resources.
- Coordination for any ADO payoff(s).
- Contract equipment payments.

3. RELEASE PRIORITIES

The IC has established the following release priorities:

1. District Initial Attack Forces.
2. Hotshot Crews and Smokejumpers.
3. Area Forest Service Regulars - Type II.
4. Out-of-Area Forest Service Regulars - Type II.
5. Out-of-Area Contract Crews (i.e. Rural and Volunteer Fire Departments).
6. Organized Crews - Type II (i.e. MIF, Contract Crews).

4. RELEASE PROCEDURES

Functional heads will identify surpluses within their units and submit a list (or lists) to the Demob Unit Leader in the Planning Section, at least 24 - 48 hours ahead of anticipated release.

Demob will combine lists and form a "Tentative Release" list to be submitted to the IC for review and approval. Demob will also give Ground Support lead-time to arrange for ground transportation for crews and individuals.

Demob will submit tentative release lists to Expanded Dispatch Demob for Regional Approval.

When final approval for releases is obtained from the next higher level, the Demob Unit Leader will:

- Prepare transportation manifests.

- Notify personnel to be released by posting on bulletin board.

- Give crew leader or individual the final release form and briefing.

Crew leader or individual will take the Demob Checkout form (ICS 221) to:

- Communications UL (to verify return of outstanding radios).

- Ground Support UL (for transportation).

- Facilities UL (to be sure all sleeping areas are clean).

- Supply UL (to return all non-expendable property).

- Finance UL (to review close out time and obtain Fire Time Report).

Security will be the last step in the release process and will:

- Sign-off the Demob Checkout form and return it to Demob. Call in actual time of departure and ETAs.

Demob Unit will:

- Notify the Resource Unit so that "T" card information is complete.

- Notify agency dispatch of ETD, ETA, destination and travel arrangements.

- Collect and send all Demob paperwork to the Documentation unit.

- Provide Supply UL with tracking documentation on all releases twice a day.

5. TRAVEL INFORMATION

All non-local resources will have the minimum amount of rest prior to being released from the incident. Any heavy or oversized equipment MUST have appropriate permits and follow any limitations on the movement of their equipment on public highways. All resources will meet any agency specific requirements on hours of travel per day or other restrictions concerned with travel. All resources flying commercial aircraft must be showered and in clean clothes. Incident Demob will notify Expanded Dispatch when a resource is released, so that the home forest/agency can be advised with an ETA. It will then be up to the sending forest/agency to keep track of released resources and report back if there are problems or more information is needed.